

**Burlington School District Policy
B 19: PUBLIC HEARING POLICY**

Former Policy BDE

PREFACE

A public hearing is an opportunity for members of the public to voice their viewpoints and present testimony relevant to specific issues before the Board or task force of the Board.

REQUEST PROCEDURE

1. All requests for public hearings before the Board shall be made to the Superintendent, Board Chairperson, or Clerk for scheduling. Any requests for a public hearing before a committee shall be referred to the committee chair for scheduling.
2. Any Board designated task force shall hold a public hearing prior to the final completion of its report.

HEARING PROCEDURE

1. All public hearings shall be warned seven (7) days prior to date complete with location, time of convening and adjourning as set by Board Chair as appropriate.
2. The public hearing shall convene with the Board Chair, as appropriate, reading the “Preface” and “Hearing Procedure,” parts 3 and 4(a) & 4(b) of this policy (i.e., sections applicable to the public).
3. All members of the public shall be requested to sign an attendance sheet and indicate whether they wish to speak. The chair will call on speakers in the order of sign-up. Following this, the chair will recognize others who wish to speak.
- 4a. All members of the public shall speak once before any speaks twice as acknowledged by the Board Chair or presiding officer. Each member of the public shall be given up to five (5) minutes to speak the first time and up to two (2) minutes the second time if requested.
- 4b. In the case of large attendance, members of a group or organization will be requested to designate one spokesperson for their group.
- 4c. Appropriate responses from Board members and/or administrators during the hearing are:
 1. questions for clarification, and;
 2. expressions of appreciation for those presenting and attending.
5. Board discussion and/or action may only be taken at duly warned Board meetings. Input from public hearings will be considered in future Board discussions.

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February 9, 1999

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